

## MILPERSMAN 1306-108

### ENLISTED MANNING INQUIRY REPORT (EMIR)

Responsible Office	EPMAC (EP-40P)	Phone:	DSN	678-1538
			COM	(504) 678-1538
			FAX	678-1953

1. **Purpose.** This article establishes a Navy-wide Enlisted Manning Inquiry Report (EMIR) for personnel shortages having a significant effect on unit readiness.

2. **Policy**

a. All activities, except submarines and submarine support staffs, will submit an EMIR message report to EPMAC in the format of Exhibit 1 on the occasion of an enlisted personnel manning concern meeting the criteria outlined in this article.

b. Enlisted Placement Management Center (EPMAC) serves as the manning control authority (MCA) agent for the following:

- (1) Commander, U.S. Atlantic Fleet (COMLANTFLT)
- (2) Commander, U.S. Pacific Fleet (COMPACFLT)
- (3) Commander, Navy Personnel Command (COMNAVPERSCOM)
- (4) Commander, Navy Reserve Force

c. EPMAC evaluates the manning status and generates appropriate enlisted personnel requisitions to meet manpower requirements of all Navy activities, per policies established by the four MCAs, using personnel information available in the Enlisted Distribution Verification Report (EDVR), the Navy manning plan (NMP), Navy Personnel Command (NAVPERSCOM) personnel projection, and various other enlisted manning reports.

d. EPMAC is cognizant of the projected enlisted personnel gains and losses to an activity through use of the foregoing reports, and this information is compared to each activity's billet authorization and NMP to determine the appropriate enlisted personnel requisitions to be submitted to the assignment control authority (ACA).

### 3. Applicability

a. The EMIR is applicable to all Navy activities with enlisted billets authorized, except submarines and submarine support staffs.

b. Submarines and submarine support staffs, sea and shore, will report personnel deficiencies per fleet and force commanders' directives.

4. EMIR Procedures. The following procedures are applicable to the EMIR:

a. **Shortage Notification and Criteria**. The EMIR notifies EPMAC of a unit's concern regarding significant enlisted personnel shortages. To qualify for submission of an EMIR, the personnel shortage should meet one of the following criteria:

(1) **Manning**. Current on board (COB) manning or projected on board (POB) manning in the applicable rating or closed loop/transitory Navy Enlisted Classification code (NEC) is below NMP or billets authorized (BA), whichever is less.

(2) **Category**. Shortage is in one of the following categories:

(a) Careerist not reenlisting.

(b) Personnel being administratively separated.

(c) Death.

(d) Humanitarian reassignment.

(e) Non-volunteers removed from duty involved with flying, diving, explosive ordnance disposal (EOD), disquals, pregnancy, HIV, etc. (Immed Avails)

(3) **Readiness**. In the opinion of the commanding officer (CO), the personnel shortage has a significant effect on unit readiness.

b. **EMIR Limitation**. The EMIR is not to be used to report general manning problems in the activity, or for reporting unplanned loss of personnel who do not have a significant effect on unit readiness.

**c. EMIR Submission**

(1) Do not submit an EMIR until the member is a permanent loss from the activity. The appropriate loss entry must be submitted via the Diary Message Reporting System (DMRS), the Source Data System (SDS), or Navy Standard Integrated Personnel System (NSIPS) to initiate appropriate personnel requisition action.

(2) During minimize submit reports by message (minimize considered) utilizing format outlined in Exhibit 1.

**d. EPMAC Acknowledgement.** Receipt of all manning inquiries will be acknowledged by EPMAC. Such acknowledgement will contain a statement of the requisition status including a requisition fill date projected 5 months out (POB5) and will be based on the best information available at that time.

**e. Assignment of Replacement.** The actual assignment of a replacement is subject to the availability of personnel assets and will be consistent with established MCA manning priorities.

# EXHIBIT 1

## ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

**Action Addressee:** EPMAC NEW ORLEANS LA//\*//

\* (Enter the placement coordinator code listed from the EDVR cover page of the command submitting the EMIR, or use codes from the list provided below.)

Code	for ...
41	Surface Units
42	Tender/IMA Commands
43	Aircraft Carriers (CV/CVNs) and Sea Duty Aviation Squadrons
442	Medical/Dental, Fleet Marine Force (FMF) Personnel
4412	Seabees
4413	EOD, Divers, Special Warfare
4414	MA Rating, Physical Security, Navy Brigs, Corrections
45	All shore commands

**Info Addressee:** COMNAVPERSCOM MILLINGTON TN//PERS-40//

\* (Select from the following desk codes.)

Desk Code	for ...
PERS-22	Appropriate Enlisted Community Manager
PERS-401	Seabee/SEAL/EOD/Fleet Divers
PERS-402A	Engineering/Hull Ratings
PERS-402B	Admin/Deck/Supply Support Ratings
PERS-402C	Technical Ratings
PERS-402D	Sea Special Programs Assignment, i.e., New Construction, Decommissioning, Homeport Changes, Women in Ships
PERS-403	Surface/Nuclear Ratings
PERS-404	Aviation Ratings/Aviation Transition
PERS-407	Medical/Dental Ratings
PERS-408	CT, IS Ratings
PERS-453	COMNAVPERSCOM Manning Control Authority (as appropriate)
PERS-4010	Shore Special Programs Assignment
CINCLANTFLT or CINCPACFLT Manning Control Authority (as appropriate)	
COMNAVRESFOR Manning Control Authority (as appropriate)	
COMNAVSURFLANT or COMNAVSURFPAC (as appropriate)	
COMNAVAIRLANT or COMNAVAIRPAC (as appropriate)	
NAVRESPERCEN NEW ORLEANS LA (for TAR personnel)	

**EXHIBIT 1 (Continued)**

**ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT**

**Classification:** Normally UNCLAS unless classification is dictated by report content.

**Report Control Symbol:** COMNAVPERSCOM 1306-172.

**Subject:** ENLISTED MANNING INQUIRY REPORT (UIC \_\_\_\_\_). (The activity unit identification code (UIC) is displayed in block 2 of the EDVR.)

**Message Items:**

Item	Definition
ALFA	Rate of manning concern, i.e., SM manning.
BRAVO	This item is to reflect the rate or closed loop/transitory NEC manning requirements as shown in the command's latest EDVR (columns 1 through 4) and actual current on board (ACOB) as computed locally (column 5); and projected on board (known gains and losses to the command) at POB4 and POB9 (columns 6 and 7) shown in the command's EDVR.
CHARLIE	A brief explanation of each difference occurring between the figures in columns (4) and (5) (COB compared to ACOB) of item BRAVO. If this EMIR is submitted because of a recent personnel loss, include the member's name, SSN and Diary Message Reporting System (DMRS), Source Data System (SDS) or Navy Standard Integrated Personnel System (NSIPS) loss entry or other references (i.e., desertion reports, casualty reports, immediate availabilities, etc.).
DELTA	Comments the CO considers pertinent regarding the manning of this rating.

**EXHIBIT 1 (Continued)**

**ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT**

**Glossary of Terms:**

<b>Item</b>	<b>Term</b>	<b>Explanation</b>
(1)	"RATE" or closed loop/transitory "NEC" designation.	In the case of an NEC, the NEC designation will be followed by the pay grade, i.e., 9518(E-6).
(2)	"P9BA" (Billets Authorized).	Projected 9 months in the future.
(3)	"P9NMP" (Navy Manning Plan).	Projected 9 months in the future.
(4)	"COB" (Current on Board) or "POB" (Projected on Board).	As appropriate.
(5)	"ACOB" (Actual Current on Board).	As calculated locally.
(6)	"POB4" (Projected on Board 4 months from current month).	Projected on board figures at P-4 includes all prospective gains and losses through the next 4 months.
(7)	"POB9" (Projected on Board 9 months from current month).	Projected on board figures at P-9 includes all prospective gains and losses through the next 9 months.

EXHIBIT 1 (Continued)

SAMPLE ENLISTED MANNING INQUIRY REPORT

(Use the proper message format containing the following.)

FROM: USS JONES  
TO: EPMAC NEW ORLEANS LA//41XX/ //  
INFO: COMNAVPERSCOM MILLINGTON TN//PERS-40/402B//  
CINCLANTFLT NORFOLK VA // //  
COMNAVSURFLANT NORFOLK VA// //  
COMCRUDESGRU \_\_\_\_\_//  
COMDESRON \_\_\_\_\_//  
NAVRESPERSCEN NEW ORLEANS LA (for enlisted TAR personnel only)

UNCLAS //N01306//

MSGID/GENADMIN/(COMMAND PLAD)//

SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) (57024)//

POC/(LAST NAME, FIRST AND LAST INITIALS)/(RANK)/(TITLE)/COMMAND NAME/  
TEL: DSN \_\_\_\_\_/TEL: COM \_\_\_\_\_/EMAIL: \_\_\_\_\_)//

RMKS/1. ALFA: SM MANNING

BRAVO:	<u>RATE</u>	<u>BA</u>	<u>NMP</u>	<u>COB</u>	<u>ACOB</u>	<u>POB4</u>	<u>POB9</u>
	SMC	1	1	1	1	1	1
	SM1	1	1	1	0	0	0
	SM2	2	1	1	1	1	0
	SM3	3	2	0	1	1	1
	SMSN	0	0	1	1	1	1
	SM TOTAL	7	5	4	4	4	3

CHARLIE: SM1: SM1 SMITH TRF'D TEMDU NAVHOSP PORTSMOUTH FOR TREATMENT (DMRS 02135, 121600Z AUG 02)

SM3: SM3 RILEY PG JUL 02 - REPORTED 29 JUL 02 (DMRS 02133, 301600Z JUL 02)

DELTA: THE LACK OF AN SM1 FILL WILL SIGNIFICANTLY IMPACT VISUAL COMMUNICATIONS CAPABILITY DURING FORTHCOMING DEPLOYMENT.//